

BRENTWOOD BOARD OF SELECTMEN  
MINUTES OF 11/18/08

Convened: 6:30 p.m.

Present: David Menter  
Kevin Johnston  
Jeffrey Bryan  
Andrew Artimovich  
George Waldron

The Board met and reviewed payroll, accounts payable, and signed the register. In addition there was a non A/P check in the amount of \$29,631.50 payable to Donahue, Tucker for the Lindon closing on Friday.

Jonathan Ellis was in to present the weekly Treasurer's report.

The Selectmen reviewed the minutes of the 11/10/08 meeting. Artimovich made a motion to approve the minutes as written. Motion was seconded by Bryan, all voted in favor. Johnston made a motion to accept the non-public meeting minutes of 11/10/08. Artimovich seconded the motion; all voted in favor.

The Board reviewed the notes:

- Johnston made a motion, seconded by Bryan, to reopen the Fire Department budget and amend the Heating oil line from \$12,000 to \$10,000. All members voted in favor. Artimovich then made a motion to accept the amended bottom line budget of \$269,902. Motion was seconded by Waldron; all voted in favor.
- Off site back up of the Town Office and PD servers began on 11/13/08.
- The highway department will make covers for the air conditioner units at the BCC.
- Allan Knowles stopped by the Selectmen's office to inform them that he is no longer servicing vehicles at his residence, other than personal vehicles. He was supposed to move into a spot at Gigante Park on 11/1 but that fell through. He is currently working out of friends' garages. The Selectmen decided they would like to proceed with their current course of action. Johnston signed an affidavit prepared by Town Counsel.
- The closing for the Lindon ball field will take place at 9:00 a.m. on Friday November 21<sup>st</sup>.
- Jim Michaud sent a letter notifying the Selectmen that Brentwood is scheduled for a DRA Assessment Review in 2009. In addition, we are required by constitutional law to do a property revaluation in 2010. Jim is recommending a full data collection in 2009 followed by a resetting of assessments to full and true market value in the 2010 property tax year. The cost for data collection will be in the range of \$55,000 to \$60,000. The Board would like to go with Jim's recommendation and see about encumbering some funds from the current fiscal year to reduce the amount necessary to be raised in next year's budget. Julie will touch base with Jim about this.

- The Selectmen signed the 2008 Equalization Municipal Assessment Data Sheets Certificate that was prepared by Jim Michaud to send to the DRA.

Gil Tuck, Building Inspector, was in with 1 building permit for Highland Hardwoods of 407 Rte 125 to upgrade the lighting. The Board signed the permit. Tuck also reported that he checked on the work being done at Bessie's to see if they should have got a building permit. He said they did not need one.

Duane Demeritt was in with a sign that the Trails Committee had put up prohibiting motorized vehicles that he had removed from the former Demeritt property at the BCC. Part of the agreement with the Demeritt's when the Town purchased the property is that they would continue to allow motorized vehicles on the property.

Kathy St. Hilaire and Jessica Pimental were in to present the Recreation budget:

Salary: Requesting a COLA and step increase. Jessica will remain at 23 hours/week. She has been soliciting volunteers to help during peak times.

FICA/Medicare: based on wages.

Telephone: Budgeting \$1,000 based on the 2008 costs to date.

Electrical: Budgeting \$3,300 based on the 2008 costs to date.

Heat/Propane: This line has been substantially increased to \$4,000 based on the 2008 actual costs.

Equipment Maintenance: Is being level funded at \$800.

Portable Toilets: Requesting \$1,600 based on 2008 expenses.

Ground Maintenance: \$6,300 requested - \$6,000 for lime & grub control and \$300 to winterize the irrigation system.

Supplies: Level funding requested at \$100

Trails Expense: \$1 to keep the line open.

Grounds Improvements: \$5,708 budgeted - \$5,000 to use toward the completion of the irrigation system including installing the water tank, pump, and electrical; \$100 for a 4' x 8' base for a shed for housing irrigation controls (remaining materials and labor provided by Lamprey River Bow Hunters); 3 "Closed Dusk to Dawn" signs totaling \$148; \$110 for a directional sign; \$350 for a Lindon Memorial Field sign for Lindon ball field.

Town Events: \$1,500 which is same as 2008.

Total Budget: \$43,701 which is a \$31 decrease from 2008.

The Selectmen inquired as to the amount collected for BCC rentals. Pimental responded that it was about \$3,000. Some of that has been spent on blinds, stools and air conditioning.

Phyllis Thompson was in to present the Tax Collector's budget:

Deputy's Salary: Is being budgeted for a COLA + 1 step increase totaling \$11,893.

Office Clerk: Is also being budgeted for a COLA + 1 step increase totaling \$9,840.

Tax Collector's Salary: \$23,617 includes COLA and 1 step increase.

Health Insurance, Life Insurance, Dental, FICA/Medicare, NH Retirement, and Short Term Disability: These are all contracted amounts.

Seminars, Conventions, Dues/Subscription, and General Supplies: All are being level funded at 2008 amounts.

Abstracts: Is being budgeted for a \$200 increase, from \$1,000 to \$1,200 in anticipation of an increase in the number of tax liens.

Total Budget: \$57,336 which represents a 2.51% increase.

Phyllis then presented the Town Clerk's budget:

Deputy Clerk, Office Clerk, Town Clerk Salaries: Same as Tax Collector.

Health Insurance, Life Insurance, Dental Insurance, FICA/Medicare, NH Retirement,

Short Term Disability: All contracted amounts.

Seminars/Training, Conventions, Printing Expenses, Auto Registration Books, and Dog Licenses: All are being level funded at '08 amounts.

Dues/Subscriptions: Requesting an increase from \$75 to \$215. This increase is due to \$138 to the state for mailers for auto registrations.

Office Supplies: Increasing from \$150 to \$450 as the cartridges for the new Motor Vehicles printer are \$150 and they will probably need 2 within the year.

Postage: Will need to add a line for postage for the mailing of motor vehicle registration renewals. This is an in & out item as fees are collected to offset it.

Total Budget: \$57,902 which is a .78% decrease from '08.

Dave Walker of the Rockingham Planning Commission was in to update the Board on plans for Rte 125. The DOT has given preliminary approval through their Highway Safety Improvement Program for lights to be installed at the intersections of Rte 125/North Road and Rte 125/Middle Road. Walker wanted the Selectmen to decide if they want the DOT to draft a design before coming to the Town or if they'd prefer they come to the Town first and then start the design process. The Selectmen said they'd rather they come to the Town first. In addition, there will be a corridor study performed on Rte 125 from Rte 107 in Kingston to Epping. This will take approximately 8-9 months and the process will most likely start shortly after the first of the year with an RFP for a consultant. They will want to form an advisory committee consisting of members from the DOT; Towns of Brentwood, Fremont, Kingston, and Epping; and RPC. Walker will be in touch as the process starts to unfold.

Road Agent Wayne Robinson was in to ask permission for Mrs. Clements to once again use the Highway truck for the Boys Scouts float in the Christmas parade. The Selectmen agreed.

The Selectmen then discussed with Robinson, as Police Chief, the possibility of putting part of the expense of the IMC software on a warrant article. Robinson agreed that if they went ahead and purchased the software and installation of the 4 IMC Wireless Mobile units out of this year's budget, they could put the expense of the imaging software, installation, and a portion of the maintenance fee on a warrant article. Menter made a motion, seconded by Johnston, to allow the PD to purchase the 4 IMC units out of this year's budget. All voted in favor. Julie will get with Christine Belanger to determine the actual figures that would go on the warrant and thus the amount the budget would be reduced.

Waldron shared with the Board a copy of the Right of Interment Form that the Cemetery Trustees developed based on the samples that he had given them. This saved the Town the expense of having town counsel approve it!

The Board reviewed the budget for the Board of Selectmen:

Salaries: Budgeted for the 2.3% COLA totaling \$14,074.

FICA/Medicare: Is a percent of salaries.

Unemployment, Recruitment Expenses: Both budgeted at \$1 to keep the lines open.

Ads/Notices: Decreased from \$1,000 to reflect actuals.

Books/Periodicals: Requesting level funding at \$50.

Total Budget: \$16,063 represents a 1.31% increase over 2007.

At 7:55 pm a motion was made by Waldron and seconded by Johnston to go into nonpublic session per RSA 91-A:3, II(a). Menter, Johnston, Bryan, Artimovich, and Waldron voted in favor.

At 8:05 pm the Board returned to public session following a motion by Bryan and second by Artimovich to close nonpublic session and seal the minutes. Menter, Johnston, Bryan, Artimovich, and Waldron voted in favor.

At 8:07 pm, Artimovich made a motion to adjourn. Motion was seconded by Bryan; all voted in favor.

Respectfully submitted,

Julie Stevens  
Town Administrator